

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a software engineer with experience in [briefly describe your specialty, e.g., web development, machine learning]. I am reaching out to connect with talented professionals in the field and to learn more about opportunities in [specific area of interest, e.g., software development, tech innovation].

I came across your profile on [platform or event where you found them], and I was impressed by your experience in [mention a relevant detail from their background]. I am particularly interested in [mention a specific project or area of their work] and would love the opportunity to discuss your insights or any advice you might have for someone looking to excel in this industry.

If you have 20-30 minutes for a chat, whether in person or over a virtual call, I would greatly appreciate it. Thank you for considering my request, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your LinkedIn Profile or Portfolio Link] (optional)